

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 628

PAGE  
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland State Department of Education

Division of Vocational Rehabilitation

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>RECORDS MAINTAINED BY THE DIVISION OF VOCATIONAL REHABILITATION BASED ON AUDIT REQUIREMENTS ESTABLISHED BY STATE AND FEDERAL REGULATIONS.</p> <p>A. Case Folders:</p> <p>Prepared and filed in the regional or local office in which the case originates. Each case folder contains all pertinent data or information which reflect steps taken towards the Vocational Rehabilitation of a client of the Division. Listed below are the basic forms which are required to be in every case folder:</p> <p>Referral for Vocational Rehabilitation General Medical Examination Survey Interview Case Closure Report Case Contact Report Administrative Review Summary *Statistical Record Card Acknowledgement of Referral</p> <p>*The Statistical Record Card is prepared in duplicate in the regional or local office when case is opened. The original is forwarded to the ADP Center where it enters into the computer and the information is put on magnetic tape. The printed copy is then returned to the local office. Following the initial entry into the computer system, the Statistical Record is periodically updated until the case is closed. At that time the closure information is recorded on the Statistical Record Card and the original is sent to the Central office for permanent file where it remains for the recommended retention period and then is microfilmed and destroyed.</p> <p>B. Records which may be found in the case folder if pertinent to the case.</p>	<p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET. THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Assistant State Superintendent  
in Vocational Rehabilitation

12/3/75

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-2-76

Date

Archivist

Date

Secretary

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Item	Description	Retention
1 Cont.	<p>Medical Report - Pulmonary Tuberculosis  Medical Report - Orthopedic  Medical Report - Visual  Medical Report - Hearing  Medical Consultant  Summary of profile and aptitudes  Financial Statement  Release of Information Request  Training Agreement  Referral for Psychological  Notification of Entrance into Training  Receipt of Training Supplies  Individual Written Rehabilitation Program  Bill Correction Request  Purchase Order  Case Budget Cancellation, Credit and Increase  Training Progress Report  Receipt for Appliance  Bus Transportation Letter  Certification of Federal Employability  Client Appointment Letter  Referral to Dept. of Social Services  Purchase Order Code Change  Certification of Severely Handicapped  Authorization for Payment of Transportation and Maintenance Allowance  Reader/Interpreter Services  Report of Case Closure  Report of Case Acceptance  Client Appointment Letter  Non Payment of Bill  Missing Information for Case Service Documents  SSDI Verification  SSI Verification  Vocational Rehabilitation Report to SSA  Request for Verification of SSI  Beneficiary Status for Disabled Workers</p>	
2	<p>INDEX TO CASE FOLDERS</p> <p>Size: 3" X 5" cards  Dates: 1929 ---  Quantity: 90 card file drawers  File Arrangement: Alphabetical by name</p> <p>The index cards to Case Folders are two-part forms prepared at the time of opening a case by the local office and are distributed as follows:</p> <p style="padding-left: 40px;">Original to DVR Regional Office  Copy filed in Local Office</p>	<p>RETAIN THREE YEARS AFTER CLOSURE DATE AND UNTIL ALL AUDIT REQUIREMENTS ARE MET. THEN DESTROY.</p>

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2.	<p>The Index Cards contain space for the name, address, and date of birth, sex and race, social security number, reported by (referral sources, coded), the date, disability, name of counselor, dates of meetings, type of closure and date.</p> <p>Cards filed in the local or district offices are to be removed to an inactive file as soon as a case is closed.</p> <p>No records located in local offices are to be microfilmed.</p> <p>The Index Cards filed at the regional office are considered the record copies. As soon as a case is closed, remove the Index Card to an inactive file to facilitate compliance with recommendation for microfilming.</p>	
3.	<p>DIVISION OF VOCATIONAL REHABILITATION COMPUTER MASTER FILES - CONSIDERED TO BE THE RECORD COPY FOR RETENTION PURPOSE.</p> <p>Client Status Client Reference Purchase Order Disability Determination Register for the Blind</p>	<p>RETAIN 5 YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>
4.	<p>REPORTS COMPILED FROM COMPUTER GENERATED DATA. MSDE RECORD COPY MAINTAINED ON COMPUTER MASTER FILES LISTED ELSEWHERE IN THE RETENTION SCHEDULE.</p> <p>A. Reports required by Federal regulations processed and submitted by DVR Headquarters Division.</p> <p>Quarterly Status Report SSDI Quarterly Cumulative Caseload Report Monthly report of cases closed "Rehabilitated" Quarterly Cumulative rehabs of clients - Special target groups Analysis of Payment Voucher by Program Quarterly Financial Report - Grants Expansion Grant Projects</p> <p>Annual Financial Report Quarterly Financial Annual Financial Plan Program and Financial Plan Financial Report for Developmental Disability Applications - Research &amp; Demonstration Facility Improvement Grant Training Services Project Grant Expansion Grants Mental Retardation Grants</p>	<p>RETAINED UNTIL NO LONGER NEEDED, THEN DESTROY AS NONRECORDS.</p>

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4.	<p>B. Computer generated reports required for DVR internal administrative control.</p> <p>Statistical</p> <p>Monthly V. R. Achievement (Scoreboard)  Monthly Roster of Clients (By status - flowsheet)  Counselor Summary by Current Status  Monthly Roster of SSDI Clients  Monthly Roster of SSI Clients  Monthly Roster of Welfare Clients  Numeric Roster (by Region, District, Counselor)  Alphabetic Roster (by Region, District, Counselor)</p> <p>Financial</p> <p>Journal of Transactions &amp; Batch Totals  Batch Edit Errors  P. O. File Control Totals - Load  Journal of Rejected Transactions  Journal of Accepted Transactions  Generated Budget Adjustments  P. O. File Control Totals - Unload  Distrib. of Accepted Transactions  Remittances  Transmittals &amp; Distrib. of Charges  Authorization Added, Changed or Deleted  Payment Revisions  Maint. &amp; Trans. Error List  Maint. &amp; Trans. and Other Allowances Paid  Payment Update Control Totals  Transmittals &amp; Distrib. of Changes Remittances  Vendor Edit Listing  Supplement to Vendor Directory  Vendor Error Listing  Open P. O. Report - District  Open P. O. Report - Counselor  Purchase Orders by District  Purchase Orders by Counselor  Counselor Summary by Fund  Purchase Order by Dist./Fund  Purchase Order by Couns./Fund  Closed Purchase Order Labels  Authorization for Bi-Weekly Payments to Clients (To Be Paid)</p>	
5.	<p>CONVENIENCE FORMS GENERATED FOR INTERNAL USE AT THE MARYLAND REHABILITATION CENTER.</p> <p>Center Rules and Regulations  Administrative Directive  Clearance Check List  Visitor's Roster  Request for MRC Badge Replacement</p>	<p>RETAIN FOR THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, IF SUBJECT TO AUDIT, THEN DESTROY.</p>

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5. Cont.	Property Transferral Authorization Maintenance Charge Card Purchase Item Card Request for Personnel Action Daily Overtime Voucher Work Order (Maintenance) Use of Facilities Form SDE - Request for Leave Food Service Complaint Incoming Client Roster Index Card (Admissions) Letter for No Vacancy in RNU or Dormitory Letter for No Vacancy in Evaluation or Training Travel Instructions to Center Meal Permit for Prospective Client Dormitory Rules and Regulations Check List for Men to Use in Preparing to Come to MRC Dorm. Check List for Women to Use in Preparing to Come to MRC Dormitory Houseparent Shift Report Memo to Housekeeping from Houseparent Counselor Information Sheet Client Check-Out Card Summary Activities Card Problem List Problem Worksheet Day Pass List Notification Pass Permission for Clients Under 18 Progress/Performance Record for Training Training Basic Information Sheet Driver's Ed. Application Hearing and Speech Appointment Slip Occupational Therapy Referral Vehicle Inspection Report Meal Census Food and Service Survey Dietary Department - Sanitary Inspection Dietary Department - Safety Inspection Modified Diet Form Canteen Inventory Sheets Meal Count	
6.	FORMS GENERATED AND MAINTAINED AT THE MARYLAND REHABILITATION CENTER MAY BE FOUND IN THE CLIENT CASE FOLDER MAINTAINED BY THE CENTER COUNSELOR.  Application for Admission to Maryland Rehabilitation Center Application for Re-Admission to Maryland Rehabilitation Center Authorization for Assignment of Insurance Benefits Incident Report	RETAIN FOR 3 YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.

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6. Cont.	<p>Client Enrollment Form Enrollment Information Form Admission Committee Summary Incomplete Information Letter Admission Data Letter Notification of Cancellation of Admission Date Failure to Report to Center Tentative Date Letter Change in Room Assignment Houseparent to Counselor Report Client Analysis - Dorm Living Evaluation Reporting Sheets Progress Report (Training) Occupational Readiness Record Client Schedule Training Reporting Sheets Miscellaneous Training Reporting Sheets Situational Assessment Personal Competency Survey Pre-Vocational Evaluation</p>	
7.	<p>FORMS GENERATED AND MAINTAINED AT THE MARYLAND REHABILITATION CENTER ARE FOUND PRIMARILY IN CLIENT'S MEDICAL RECORDS AT THE CENTER INCLUDE:</p> <p>Medication Record - Regimen Drugs Medication Record - PRN Drugs Problems List Medical History Physical Examination Progress Notes Discharge Summary Operation Consent Release for Discharge Health Clinic Referral Record of Death Permission for Autopsy Abbreviated Clinical Summary Client Property Check List Report of Consultation Laboratory Reporting Sheet - Chemistry I Laboratory Reporting Sheet - Chemistry II Hematology Laboratory Reporting Sheet Laboratory Reporting Sheet - Urine and Stool Laboratory Reporting Sheet - Micro-Biology Body Fluids Lab Reporting Sheets Laboratory Reporting Sheets - Serology Miscellaneous Lab Reporting Sheets Medical Services Reporting Sheet Therapy Reporting Sheet Occupational Therapy Upper Extremity Physical Status Evaluation Monthly Client Occupational Therapy Record</p>	<p>RETAIN FOR THE LIFE OF THE PATIENT OR FOR 50 YEARS AFTER THE LAST ENTRY. THEN DESTROY.</p>

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7. Cont.	Client Assessment Audiometric Screening Hearing Aid Evaluation Audiogram Manual Muscle Evaluation Manual Muscle Evaluation - Trunk & Lower Extremity Manual Muscle Evaluation - Shoulder, Girdle & Upper Extremity Activities of Daily Living for Occupational Therapy Activities of Daily Living for Physical Therapy Evaluation of Back Problems Treatment Order	